



TOWN OF DISCOVERY BAY
A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

TOWN OF DISCOVERY BAY
COMMUNITY SERVICES DISTRICT
AGENDA PACKET

Regular Meeting

Wednesday, March 1, 2017

7:00 P.M. Regular Meeting

Community Center

1601 Discovery Bay Boulevard



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

The item listed below will be provided prior to the meeting

G. BUSINESS AND ACTION ITEMS

G-2 Bi-Monthly Water Meter Completion Report Update



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday March 1, 2017

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the Agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium and will have 3 minutes to make their comment. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the President.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of regular and closed session meeting for February 15, 2017
2. Approve Register of District Invoices

D. AREA AGENCIES REPORTS / PRESENTATION

1. Supervisor Diane Burgis, District III Report
 - a. County Traffic Engineer, Monish Sen – speed and traffic update
2. Sheriff's Office Report
3. CHP Report

E. LIAISON REPORTS

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report**

**These meetings are held Quarterly

F. PRESENTATIONS

G. BUSINESS AND ACTION ITEMS

1. 2017 Enterprise Bond Update
2. Bi-Monthly Water Meter Completion Report Update

H. MANAGER'S REPORT

I. INFORMATIONAL ITEMS ONLY

J. DIRECTORS' REPORTS

1. Standing Committee Reports
2. Other Reportable Items

K. GENERAL MANAGER'S REPORT

L. CORRESPONDENCE RECEIVED

1. Received Date February 15, 2017 - from Special District Risk Management Authority – Property and Liability Program Rate Information.
2. Received Date February 21, 2017 – from Charles W. Helfrick – PRR – For additional documents regarding District Invoices.
3. Received Date February 22, 2017 – from Charles W. Helfrick – PRR – For invoice documents approved from the February 15, 2017 District Invoices.
4. Received Date February 22, 2017 – from California Special District Association regarding nominations for Seat C and Seat A.

M. FUTURE AGENDA ITEMS

N. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

O. CLOSED SESSION:

1. Conference with Legal Counsel—Anticipated Litigation pursuant to Government Code Section 54956.9(b) - (One Potential Case)

P. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Q. ADJOURNMENT

1. Adjourn to the next regular meeting of March 15, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

“This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting.”

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Robert Leete • Vice-President – Kevin Graves • Director – Bill Mayer • Director – Bill Pease • Director – Chris Steele

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday February 15, 2017
REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: www.todb.ca.gov

REGULAR MEETING 7:00 P.M.

A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:00 p.m. – By President Leete
2. Pledge of Allegiance – Led by Director Mayer
3. Roll Call – All Present

B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

Public Comments regarding:

- Answers received on Public Records Request related to the Water Meter Project.

C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of regular and special meeting minutes for February 1, 2017
2. Approval of special board workshop minutes for February 2, 2017
3. Approve Register of District Invoices

Public Comments regarding more information and details of the listed invoices below:

- C-3 Register of District Invoices related to Water – Badger Meter - Invoice No. 80010204 – Beacon Cellular data, Wastewater - HERWIT Engineering – Invoice No. 16-12, Invoice 40 Community Center Program Fee, Invoice No. 3 Community Center Program Fee.

President Leete stated we will provide the information to you.

Legal Counsel Attebery – Stated that there is backup material to support the items and suggests to make a Public Records Request in a written request.

Motion by: Director Pease to approve the Consent Calendar

Second by: Vice-President Graves

Vote: Motion Carried – AYES: 5, NOES: 0

D. AREA AGENCIES REPORTS / PRESENTATION

1. East Contra Costa Fire Protection District Report

Chief Henderson – Provided an East Contra Costa Fire Protection District update regarding the January 2017 report. There was discussion regarding Auto-Aid, the response time, in addition to areas that are covered by ECCFPD.

President Leete – Provided an update of the CHP report from Officer Thomas.

E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of January 2017

Project Manager Sadler – Provided the details of the January 2017 Monthly Operations Report. There was discussion regarding manhole flushing to check for deterioration, and the Total Coli form 7 day Median Max.

F. BUSINESS AND ACTION ITEMS

1. Discussion and possible action regarding Water Meter Ad Hoc Committee’s recommendations regarding the Water Meter Project. (oral report and slide presentation)

General Manager Davies – Provided an update and a slide presentation related to the Water Meter Ad Hoc Committee’s recommendations and to reexamine the Water Meter Project bond financing and the process for calculating the meter installation cost to the customers.

There were several Public Comments regarding:

- Bond financing, is voted by the people affected by the bond and added to the property taxes – how will the property tax be affected if someone sells their house.
- Objection to the project maintenance overhead, tiered pricing, and water charges removed from the property taxes.
- Smart water meter and opting out of that type of meter and the revenue bond.
- Disagrees with the need of the Bond, does anyone on the board have a meter, will payment be the same as the rest of the residents. The billing should be actual cost per home. Would also like to have more information on the 8 million Bond for the Wastewater Treatment Plant.
- Prop 218 should have been done for the Water Meter Project.
- Water Meter Project should be reviewed again.
- Questions regarding Property tax bill charges and how much the water is annually.
- Questions regarding the billing for the Water Meter Project and suggests removing the Wastewater/Sewer charges from the County property tax bill.

There was discussion with the Board, General Manager and Legal Counsel regarding the recommendations of the 3 year and 10 year payback. There was discussion regarding borrowing from reserves, the bond, billing for water bills and property tax billing charge, the fixed fee, pricing for project will increase if postponed, wastewater/sewer charges removed from property tax billing.

Public Comments regarding:

- Opting out of the smart meter type.
- When will the customers be charged for meter?
- Is the town getting a profit from the meter installation and what dictates the tier system?
- Suggests providing a survey for the payment plan.
- Did the contractor perform inspections of properties for meter installation? Send emails to ask what payment system the resident wants.
- Question regarding the Property tax billing being adjusted.
- Questions regarding the presentation on bond estimated example
- Landscape not returned to previous condition.

The discussion continued with the Board and General Manager regarding landscaping, transition of payment for water from the property tax bill to a water bill, a tiered system and the actual cost of the meter.

Motion by: Director Mayer to approve recommendations 1) Reduce bond amount from \$3.2m to \$1.5m, payback of bond by new meter recipients who elect to pay overtime, 2) Cost to each new meter customer be based on a tiered system, 3) Two choices for customer payback: 1) Payoff in full upfront or 2) Combination payoff over time - 10-year interest loan (pays bond) AND (not or) 3-year no-interest loan (pays reserves).

Second by: Director Pease

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Mayer, Director Pease, NOES: 1- Director Steele

2. Discussion and possible action regarding authorizing the payment of \$1,252.08 to Bob Murray and Associates for additional expenses related to the Re-Advertising for General Manager Recruitment.

Legal Counsel Attebery – Provided an update regarding the second round of advertisement for the General Manager recruitment.

Public Comment regarding:

- Disagrees with the approval of the payment to Bob Murray and Associates for more than the contract states.

Motion by: Director Pease to approve payment of \$1,252.08 to Bob Murray and Associates.

Second by: Vice-President Graves

Vote: Motion Carried – AYES: 4 – President Leete, Vice-President Graves, Director Pease, Director Steele,
NOES: 0 ABSTAIN: 1 – Director Mayer

There was discussion with the Board and Legal Counsel regarding the item not being in writing. Legal Counsel stated that the increase amount paid to Bob Murry and Associates will be provided in writing.

3. Discussion and possible action regarding authorizing the 2017 Program, Activities, and Events Fee Waivers.

Recreation Programs Supervisor Kaiser – Provided the details regarding the 2017 Program, Activities, and Events Fee Waivers. There was discussion with the Board regarding the process for waiving fees for events.

Public Comment regarding:

- Waiving event fees

The discussion continued with the Board related to waiving costs for events and for staff to have a discussion with the groups that there may be future charges for the events.

Motion by: Director Pease to accept the Fees Waivers approved by the General Manager for the following 2017 Program, Activities, and Events, with the adjustment to discuss future costs with the groups for the events.

Second by: Director Mayer

Vote: Motion Carried – AYES: 5, NOES: 0

4. Discussion and possible action regarding authorizing the 2017 Parks and Recreation Event Calendar.
Recreation Programs Supervisor Kaiser – Provided the details of the 2017 Parks and Recreation Event Calendar.

There was discussion regarding the 2017 Parks and Recreation Event Calendar.

Motion by: Director Pease to approve Parks and Recreation Event Calendar for 2017.

Second by: Vice-President Graves

Vote: Motion Carried – AYES: 5, NOES: 0

G. INFORMATIONAL ITEMS ONLY

None

H. DIRECTORS' REPORTS

1. Standing Committee Reports

a. Parks and Recreation Standing Committee – Director Steele provided an update from the meeting on February 15, 2017.

b. P6 – Director Mayer attended the meeting on February 8, 2017 and provided an update regarding traffic and mail theft.

2. Other Reportable Items

a. ECCFPD - Vice-President Graves provided information regarding an elected 5 board At-Large for the Fire District in 2018.

b. President Leete – Thanked the Water Meter Ad Hoc Committee for the hard work.

I. MANAGER'S REPORT

None

J. GENERAL MANAGER'S REPORT

Water Meter progress – There are 267 installs to date, moving on to Windward Point and close to 50% completion of Phase 1.

K. CORRESPONDENCE RECEIVED

1. Received – Discovery Bay P6 Zone Citizen Advisory Committee meeting minutes for October 12, 2016

2. Received – February 3, 2017 - Request Date January 31, 2017 from Bill Helfrick – Invoices and other supporting documents for payments approved at the February 1, 2017 board meeting

3. Received – East Contra Costa Fire Protection District meeting minutes for January 9, 2017

4. Received – East Contra Costa Fire Protection District meeting minutes for January 23, 2017

5. Received – February 7, 2017 from Bill Klipp – Water Meter Project

6. Received – February 8, 2017 from Frank Morgan – Water Meter Installation Suggestions

L. FUTURE AGENDA ITEMS

None

The regular meeting adjourned at 8:52 p.m. to the Closed Session.

M. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA

(Government Code Section 54957.7)

Legal Counsel Attebery – The Board is now adjourning into closed session regarding item N-1.

N. CLOSED SESSION:

1. Conference with Legal Counsel—Anticipated Litigation pursuant to Government Code Section 54956.9(b) - (One Potential Case)

O. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION

(Government Code Section 54957.1)

Legal Counsel Attebery – Reporting from Closed Session on item N-1 and there is no reportable action.

P. ADJOURNMENT

1. The meeting adjourned at 9:05 p.m. to the regular meeting on March 1, 2017 beginning at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 02-22-17

<http://www.todb.ca.gov/agendas-minutes>

DRAFT



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

March 1, 2017

Prepared By: Dina Breitstein, Finance Manager & Lesley Marable, Accountant
Submitted By: Mike Davies, General Manager

MRD

Agenda Title

Approve Register of District Invoices

Recommended Action

Staff recommends that the Board approve the listed invoices for payment

Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

Fiscal Impact:

Amount Requested \$ 910,221.64

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # See listing of invoices. **Category:** Operating Expenses and Capital Improvements

Previous Relevant Board Actions for This Item

Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2016/2017
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2016/2017
Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2016/2017

AGENDA ITEM: C-2

Request For Authorization To Pay Invoices (RFA)
For The Meeting On March 1, 2017
Town of Discovery Bay CSD
For Fiscal Year's 7/16 - 6/17

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Contra Costa County Reimbursement				
Delta Debris Box Service	1290621	40Yd Green Pull & Replace (Z57,Z61)	01/31/17	\$1,417.00
U.S. Bank Corporate Payment System	4246044555703473/217	Landscape Reimb (Z35,Z57,Z61)	01/25/17	\$976.69
			Contra Costa County	
			Sub-Total	\$2,393.69
Water				
Affac	299698	Supplemental Insurance Feb 2017	02/25/17	\$339.18
Bill Pease	FEB 2017	Expense Report Feb 2017	02/25/17	\$230.00
Bob Murray & Associates	7050	Professional Fees	12/16/16	\$341.16
Bob Murray & Associates	7053	Professional Fees	12/28/16	\$439.31
Chris Steele	FEB 2017	Expense Report Feb 2017	02/25/17	\$230.00
Cintas	185591331	Mats	02/08/17	\$6.86
Contra Costa Fire Equipment	1600	Fire Extinguisher Maintenance	02/06/17	\$46.18
County Clerk	1735	2016 Elections	02/07/17	\$2,829.74
Freedom Mailing Service, Inc	30694	Water Bill Processing Jan 2017	02/08/17	\$1,032.74
HD Supply Waterworks, LTD	G761687	Water Meter Project, Utility Box and Lid	02/09/17	\$1,862.78
J.W. Backhoe & Construction, Inc.	2740	Water Leak Lighthouse Pl	02/07/17	\$1,883.93
J.W. Backhoe & Construction, Inc.	2743	Water Leak Discovery Bay Blvd	02/07/17	\$3,152.78
J.W. Backhoe & Construction, Inc.	2744	Water Leak Discovery Pt	02/07/14	\$674.21
J.W. Backhoe & Construction, Inc.	2745	Paved Several Locations	02/08/17	\$5,958.03
J.W. Backhoe & Construction, Inc.	2746	Hauled Cutback To WWTP#1	02/13/17	\$1,206.51
Kelly Rajala	FEB 2017	Expense Report Feb 2017	02/09/17	\$8.77
Kevin Graves	FEB 2017	Expense Report Feb 2017	02/25/17	\$276.00
Luhdorff & Scalmanini	32578	PLC Scada Upgrades Jan 2017	01/29/17	\$5,937.70
Luhdorff & Scalmanini	32581	Urban Water Management Plan	01/29/17	\$2,709.00
Luhdorff & Scalmanini	32592	Water Meter Project Jan 2016	01/29/17	\$20,402.76
Luhdorff & Scalmanini	32592	General Services Jan 2016	01/29/17	\$4,682.71
Mail Stream	521234	Water Meter Project	02/07/17	\$640.43
National Meter & Automation, Inc.	S1076872.005	Meters and Endpoints, Water Meter Project	02/01/17	\$146,797.83
Neumiller & Beardslee	282275	Hofmann v. TODB	01/31/17	\$78.08
Office Depot	899587558001	Office Supplies	02/01/17	\$274.99
Office Depot	899587762001	Office Supplies	02/01/17	\$9.22
Office Depot	902056764001	Office Supplies	02/10/17	\$147.92
Pacific Gas & Electric	1521433231-2/020917	Electric & Gas Bill 01/10/17-02/08/17	02/09/17	\$3,579.95
Pacific Gas & Electric	2943721807-5/020817	Electric & Gas Bill 01/09/17-02/07/17	02/08/17	\$14,509.03
ReliaStar Life Insurance Company	#JR52 457(B) 022817	457(b) 02/16/17-02/28/17	02/28/17	\$393.02
Robert Leete	FEB 2017	Expense Report Feb 2017	02/25/17	\$230.00
SDRMA	22321	Ancillary Benefits Feb 2017	02/13/17	\$572.00
Shred-It USA-Concord	8121740735	Shredding Service	02/07/17	\$23.11
Steve Buckman	Bridgeport Loop	Closed Account, Refund Overpayment	02/06/17	\$14.22
TASC	450775312003/0317	IRS Sec 125 Health Saving Account Mar 2017	03/01/17	\$289.99
U.S. Bank Corporate Payment System	4246044555703473/217	Travel & Meetings	01/25/17	\$55.69
U.S. Bank Corporate Payment System	4246044555703473/217	Memberships	01/25/17	\$107.17
U.S. Bank Corporate Payment System	4246044555703473/217	Telephone General	01/25/17	\$520.60
U.S. Bank Corporate Payment System	4246044555703473/217	Telecom Networking	01/25/17	\$647.34
U.S. Bank Corporate Payment System	4246044555703473/217	Vehicle & Equipment Fuel	01/25/17	\$212.52
U.S. Bank Corporate Payment System	4246044555703473/217	Info System	01/25/17	\$136.80
U.S. Bank Corporate Payment System	4246044555703473/217	Computer Equipment & Supplies	01/25/17	\$7.79
U.S. Bank Corporate Payment System	4246044555703473/217	Office Supplies	01/25/17	\$164.61
U.S. Bank Corporate Payment System	4246044555703473/217	Building Maintenance	01/25/17	\$13.63
U.S. Bank Corporate Payment System	4246044555703473/217	Special Expense	01/25/17	\$39.17
ULINE	84062095	Building Maintenance	02/02/17	\$14.58
Univar	SJ798506	Chemicals Delivered 02/06/17	02/06/17	\$244.90
Univar	SJ798507	Chemicals Delivered 02/06/17	02/06/17	\$217.25
Veolia Water North America	65355	Water Meter Project Dec 2016	02/03/17	\$340.45
Veolia Water North America	65356	General Repairs Dec 2016	02/03/17	\$206.94
Veolia Water North America	65383	General Repairs Dec 2016	02/06/17	\$478.54
Veolia Water North America	65397	Preventative & Corrective Dec 2016	02/06/17	\$4,417.11
Verizon Wireless	9779405234	Cell Phone Bill Jan 2016	01/26/17	\$238.05
William Mayer	FEB 2017	Expense Report Feb 2017	02/25/17	\$276.00
			Water	
			Sub-Total	\$230,149.28

Wastewater

Aflac	299698	Supplemental Insurance Feb 2017	02/25/17	\$508.76
Auburn Constructors Inc.	1505-08	WWTP#2 Effluent Filtration	01/31/17	\$508,250.00
Bill Pease	FEB 2017	Expense Report Feb 2017	02/25/17	\$345.00
Bob Murray & Associates	7050	Professional Fees	12/16/16	\$511.73
Bob Murray & Associates	7053	Professional Fees	12/28/16	\$658.97
Chris Steele	FEB 2017	Expense Report Feb 2017	02/25/17	\$345.00
Cintas	185591331	Mats	02/08/17	\$10.30
Cintas	185591331	Uniforms	02/08/17	\$14.20
Comcast	8155400350232938/217	Internet WWP#2	02/03/17	\$109.95
Comcast	8155400350232946/217	Internet WWP#1	02/03/17	\$91.08
Contra Costa Fire Equipment	1600	Fire Extinguisher Maintenance	02/06/17	\$69.28
County Clerk	1735	2016 Elections	02/07/17	\$4,244.61
Delta Debris Box Service	1290608	PGE Funded Project, Shed	01/31/17	\$598.40
Herwit Engineering	17-1	Professional Services Jan 2017	02/01/17	\$14,307.50
Herwit Engineering	DB-MP-7-11	Effluent Filtration Project Jan 2017	02/01/17	\$18,643.34
Kevin Graves	FEB 2017	Expense Report Feb 2017	02/25/17	\$422.99
Kleinfelder, Inc.	1139487	Effluent Filtration Project	02/09/17	\$1,164.70
Neumiller & Beardslee	282275	Hofmann v. TODD	01/31/17	\$117.12
Office Depot	899587558001	Office Supplies	02/01/17	\$412.49
Office Depot	899587762001	Office Supplies	02/01/17	\$13.83
Office Depot	902056764001	Office Supplies	02/10/17	\$221.87
Pacific Gas & Electric	1181942262-4/020717	Electric & Gas Bill 01/07/17-02/06/17	02/07/17	\$3,995.76
Pacific Gas & Electric	7312115758-7/021017	Electric & Gas Bill	02/10/17	\$28,953.27
ReliaStar Life Insurance Company	#JR52 457(B) 022817	457(b) 02/16/17-02/28/17	02/28/17	\$589.53
Robert Leete	FEB 2017	Expense Report Feb 2017	02/25/17	\$345.00
SDRMA	22321	Ancillary Benefits Feb 2017	02/13/17	\$858.01
Shred-It USA-Concord	8121740735	Shredding Service	02/07/17	\$34.67
TASC	450775312003/0317	IRS Sec 125 Health Saving Account Mar 2017	03/01/17	\$434.98
U.S. Bank Corporate Payment System	4246044555703473/217	Travel & Meetings	01/25/17	\$4.54
U.S. Bank Corporate Payment System	4246044555703473/217	Telephone General	01/25/17	\$865.15
U.S. Bank Corporate Payment System	4246044555703473/217	Telecom Networking	01/25/17	\$971.00
U.S. Bank Corporate Payment System	4246044555703473/217	Vehicle & Equipment Fuel	01/25/17	\$209.65
U.S. Bank Corporate Payment System	4246044555703473/217	Vehicle Repair & Maintenance	01/25/17	\$61.57
U.S. Bank Corporate Payment System	4246044555703473/217	Info System	01/25/17	\$205.20
U.S. Bank Corporate Payment System	4246044555703473/217	Computer Equipment & Supplies	01/25/17	\$11.68
U.S. Bank Corporate Payment System	4246044555703473/217	Office Supplies	01/25/17	\$246.92
U.S. Bank Corporate Payment System	4246044555703473/217	Building Maintenance	01/25/17	\$20.44
U.S. Bank Corporate Payment System	4246044555703473/217	Special Expense	01/25/17	\$58.75
ULINE	84062095	Building Maintenance	02/02/17	\$21.86
Veolia Water North America	65356	General Repairs Dec 2016	02/03/17	\$310.42
Veolia Water North America	65357	WWPT#2 Lab Building Dec 2016	02/03/17	\$4,000.00
Veolia Water North America	65358	Effluent Filtration Project Dec 2016	02/03/17	\$2,280.44
Veolia Water North America	65382	Vehicle Repair & Maintenance Dec 2016	02/06/17	\$1,465.01
Veolia Water North America	65397	Preventative & Corrective Dec 2016	02/06/17	\$8,311.45
Verizon Wireless	9779405234	Cell Phone Bill Jan 2016	01/26/17	\$357.07
William Mayer	FEB 2017	Expense Report Feb 2017	02/25/17	\$414.00

Wastewater Sub-Total \$606,087.49

Community Center

Community Center Sub-Total \$0.00

Grand Total \$838,630.46

Request For Authorization To Pay Invoices (RFA)
For The Meeting On March 1, 2017
Town of Discovery Bay, D.Bay L&L Park #8
For Fiscal Year's 7/16 - 6/17

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185591331	Uniforms	02/08/17	\$54.61
Cintas	185591331	Community Center-Mats	02/08/17	\$42.61
Cintas	185591332	Personal Protective Equipment	02/08/17	\$90.84
Delta Debris Box Service	1290621	40Yd Green Pull & Replace (Z57,Z61)	01/31/17	\$582.00
Office Depot	902030623001	Community Center-Office Supplies	02/10/17	\$107.52
Pacific Gas & Electric	0869258994-1/020817	Electric & Gas Bill 01/08/17-02/07/17	02/08/17	\$532.41
Pacific Gas & Electric	5702839598-6/020817	Community Center-Electric & Gas Bill 01/07/17-02/06/17	02/08/17	\$872.69
Pacific Gas & Electric	5939734421-5/021417	Electric & Gas Bill 01/14/17-02/14/17	02/14/17	\$8,255.80
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 1/01/17-1/31/17	01/31/17	\$26.56
Town of Discovery Bay, CSD	9-900-000-002-6.03	Community Center-Water Bill 1/01/17-1/31/17	01/31/17	\$206.33
Town of Discovery Bay, CSD	9-900-000-004-7.02	Water Bill 1/01/17-1/31/17	01/31/17	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 1/01/17-1/31/17	01/31/17	\$46.00
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 1/01/17-1/31/17	01/31/17	\$25.18
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 1/01/17-1/31/17	01/31/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 1/01/17-1/31/17	01/31/17	\$25.18
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 1/01/17-1/31/17	01/31/17	\$25.18
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 1/01/17-1/31/17	01/31/17	\$25.18
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 1/01/17-1/31/17	01/31/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 1/01/17-1/31/17	01/31/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 1/01/17-1/31/17	01/31/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 1/01/17-1/31/17	01/31/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 1/01/17-1/31/17	01/31/17	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 1/01/17-1/31/17	01/31/17	\$58.64
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 1/01/17-1/31/17	01/31/17	\$42.84
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 1/01/17-1/31/17	01/31/17	\$13.08
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 1/01/17-1/31/17	01/31/17	\$25.18
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 1/01/17-1/31/17	01/31/17	\$25.18
Town of Discovery Bay, CSD	501	Payroll Reimbursement Nov 2016	02/21/17	\$22,093.05
Town of Discovery Bay, CSD	502	Payroll Reimbursement Dec 2016	02/21/17	\$22,969.01
U.S. Bank Corporate Payment System	4246044555703473/217	Vehicle & Equipment Fuel	01/25/17	\$240.42
U.S. Bank Corporate Payment System	4246044555703473/217	Misc. Small Tools	01/25/17	\$186.99
U.S. Bank Corporate Payment System	4246044555703473/217	Community Center-Training & Education	01/25/17	\$284.06
U.S. Bank Corporate Payment System	4246044555703473/217	Community Center-Telephone General	01/25/17	\$332.86
U.S. Bank Corporate Payment System	4246044555703473/217	Community Center-General Repairs	01/25/17	\$116.26
U.S. Bank Corporate Payment System	4246044555703473/217	Community Center-Monthly Software	01/25/17	\$349.40
U.S. Bank Corporate Payment System	4246044555703473/217	Community Center-Building Maintenance	01/25/17	\$411.06
U.S. Bank Corporate Payment System	4246044555703473/217	Community Center-Safety Equipment & Supplies	01/25/17	\$169.67
ULINE	84062095	Community Center-Building Maintenance	02/02/17	\$72.90
ULINE	84244066	Building Maintenance	02/08/17	\$79.44
Verizon Wireless	9779405234	Cell Phone Bill Jan 2016	01/26/17	\$132.38
Verizon Wireless	9779405234	Community Center-Cell Phone Bill Jan 2016	01/26/17	\$53.39
Total				\$58,798.46

**Request For Authorization To Pay Invoices (RFA)
For The Meeting On March 1, 2017
Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)
For Fiscal Year's 7/16 - 6/17**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Cintas	185591331	Uniforms	02/08/17	\$57.75
Delta Debris Box Service	1290621	40Yd Green Pull & Replace (Z57,Z61)	01/31/17	\$582.00
Express Labs Inc.	74172	Employment Screening	02/28/17	\$50.00
Pacific Gas & Electric	0403377952-3/020717	Electric & Gas Bill 01/07/17-02/06/17	02/07/17	\$45.96
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 1/01/17-1/31/17	01/31/17	\$75.74
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 1/01/17-1/31/17	01/31/17	\$39.68
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 1/01/17-1/31/17	01/31/17	\$39.68
Town of Discovery Bay, CSD	503	Payroll Reimbursement Nov 2016	02/21/17	\$3,976.38
Town of Discovery Bay, CSD	504	Payroll Reimbursement Dec 2016	02/21/17	\$6,401.89
U.S. Bank Corporate Payment System	4246044555703473/217	Telephone General	01/25/17	\$7.37
U.S. Bank Corporate Payment System	4246044555703473/217	Vehicle & Equipment Fuel	01/25/17	\$377.94
U.S. Bank Corporate Payment System	4246044555703473/217	Vehicle Repair & Maintenance	01/25/17	\$818.95
U.S. Bank Corporate Payment System	4246044555703473/217	Misc. Small Tools	01/25/17	\$186.99
Verizon Wireless	9779405234	Cell Phone Bill Jan 2016	01/26/17	\$132.39
			Total	\$12,792.72



Town of Discovery Bay

"A Community Services District"

STAFF REPORT

Meeting Date

March 1, 2017

Prepared By: Dina Breitstein, Finance Manager
Submitted By: Mike Davies, General Manager

MRD

Agenda Title

2017 Enterprise Bond Update

Recommended Action

Informational only

Executive Summary

As the Board is aware, the Water and Wastewater Master plans identified a number of projects that are necessary to meet current demands and/or provide redundancy. The CSD Board, at its October 5, 2016 meeting authorized the engagement of a financing team comprised of an Underwriter (Brandis Tallman LLC) and Bond Counsel (Quint & Thimmig LLP) necessary to prepare for the issuance of revenue bonds to provide for the Projects. The projects that require funding are two state mandated projects titled Filtration and the Water Meter Completion Project.

Dan Shaw of Brandis Tallman LLC and Brian Quint of Quint & Thimmig LLP provided the district with a lengthy list of items to complete for the POS statement. To date these items have been accomplished however, it is recommended by Bond Counsel to add to the financial tables the year ending June 30, 2016 Audited Financials.

The District Auditor Pauline Sanguinetti of Croce, Sanguinetti & Vander Veen is aware that the audited financials are necessary not only to meet the 2012 Bond Covenant, but is the final piece for the 2017 Bond issuance. Croce, Sanguinetti & Vander Veen will present the year ending 2016 audited financials to the Board of Director's on Wednesday March 15, 2017. Once adopted District staff will submit to Bond Counsel to complete the POS statement. At this time the bond closing date is May 1, 2017.

Fiscal Impact:

Amount Requested

Sufficient Budgeted Funds Available?: Yes (If no, see attached fiscal analysis)

Prog/Fund # Category:

Previous Relevant Board Actions for This Item

Attachments

AGENDA ITEM: G-1

FEB 15 2017



1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 • F 916.231.4111

Maximizing Protection. Minimizing Risk. • www.sdrma.org

February 13, 2017

Mr. Michael Davies
General Manager
Town of Discovery Bay Community Services District
1800 Willow Lake Road
Discovery Bay, California 94505-9376

Dear Mr. Davies:

2017-18 PROPERTY/LIABILITY PROGRAM RATE INFORMATION

On behalf of the Special District Risk Management Authority (SDRMA) Board of Directors we want to express our sincere appreciation for your safety/loss prevention efforts and continued support of SDRMA.

Back in 2009, the SDRMA Board of Directors reduced rates an average 15% for Property/Liability members based on concerns of the effects of downturn in the economy. At that time, the Board reduced rates to provide financial relief for our members and have been able to keep rates flat for the past 7 years by using rate stabilization reserves which were previously set aside for that purpose.

However, during this period our operating costs for reinsurance, claims expense and cost of services have continued to increase. This year, after considerable review and discussion, the SDRMA Board of Directors determined it was not possible to continue using reserves and investment income to supplement the revenue shortfalls and approved a rate increase. **Rates for the Property/Liability Package Program will increase 10% for the 2017-18 program year** as well as a small increase in the minimum annual general liability contribution amount from \$1,348 to \$1,400 and non-owned auto coverage from \$45 to \$50 per member. Every effort was made to reduce operating costs and minimize the overall rate increase while ensuring the financial integrity of the program.

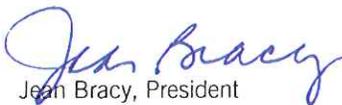
In addition, your agency's actual annual contribution amount for 2017-18 may vary compared to 2016-17 as a result of the rate increase, any coverage limit changes, outside policy pricing, scheduled item additions/deletions, risk factor adjustments and Credit Incentive Program (CIP) points earned.

Other Important Items to Note:

- The Board also approved a longevity distribution for 2016-17 which will be applied to your agency's 2017-18 renewal invoice. Additional details will be mailed under a separate letter later this month.
- Our Multi-Program Discount provides members a great opportunity to save money. Members receive an automatic multi-program discount of 5% per program (Property/Liability and Workers' Compensation) while they belong to both programs.
- SDRMA's Safety/Claims Education Day/Annual Membership Meeting is Tuesday, March 28 at the Hilton Sacramento Arden West Hotel and is FREE to SDRMA members including meals. For more information, please visit our website at www.sdrma.org and click on "Register for a Training Workshop" on the right side of the page.
- Members considering to withdraw from coverage with SDRMA for the 2017-18 program year are required to submit a "Notice of Intent to Withdraw" according to SDRMA Bylaws by April 1. However, members must have completed the initial 3-year commitment period. Members not renewing coverage for 2017-18 will be ineligible to receive the longevity distribution credit recently approved by the Board.

On behalf of the Board of Directors and our entire risk management team we thank you for your continued participation in our programs!

Sincerely,
Special District Risk Management Authority


Jean Bracy, President
Board of Directors

FEB 21 2017

Charles W. Helfrick
661 Beaver Court
Discovery Bay, California 94505
925-516-1227

February 16, 2017

Mike R. Davies
General Manager
Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, California. 94505-9376

Dear Mr. Davies:

Thank you for providing the documents requested in my request for records of January 31, 2017. Based on the documents received, I now have some additional questions.

Pursuant to my rights under the California Public Record Act, (Government Code Section 6250 et seq.), I ask to obtain documents or information from you, which will answer the following questions:

1. On the Luhdorff & Scalamanini Consulting Engineers Invoice No: 32470, dated December 31, 2016:
 - a. What is project: 165106?
 - b. What is Task: 3?
 - c. What is Task: 4?
 - d. What is task: 6A – Assist with Water Meter Construction Management?
 - i. Are these charges part of the not to exceed \$180,000 consulting contract for the water meter installation project?
 - ii. Who are the project geologist and project engineer meeting with?
 - e. What is Task: 9 - Marlin Drive Project Review?
 - f. Is this invoice a mixture of charges for various projects including the water meter installation project?
 - i. How do you plan to keep separated the water meter installation project charges from the other charges?
2. On the Luhdorff & Scalamanini Consulting Engineers Invoice No: 32469, dated December 31, 2016:
 - a. What Is Project: 165105 PLC Upgrades?
 - b. Do these charges have anything to do with the water meter installation project?
3. For all of the hours billed on the two invoices, what, if any, investigation was done to determine that the hours were actually spent on the projects?

I ask for a determination of this request within 10 days of your receipt of it, and an even prompter reply if you can make the determination without having to review the records requested.

If you determine that any or all of the information qualifies for an exemption from the disclosure, I ask you to note whether, as is normally the case under the Act, the exemption is discretionary, and if so whether it is necessary in this case to exercise your discretion to withhold information.

Mike R. Davies
General Manager
February 16, 2017
Page 2

If you determine that some but not all of the information is exempt from disclosure and that you intend to withhold it, I ask that you redact it for the time being and make the rest available as requested. In any event, please provide a signed notification citing the legal authorities on which you rely if you determine that any or all of the information is exempt and will not be disclosed.

If I can provide any clarification that will help expedite your attention to my request, please contact me. I ask that you notify me of any duplication costs exceeding \$100 before you duplicate the records so that I may decide which records I want copied.

Thank you for your time and attention to this matter.

Sincerely,


Charles W. Helfrick

CWH/st

cc: All Town of Discovery Bay CSD Board Members (via email only)

FEB 22 2017

Charles W. Helfrick
661 Beaver Court
Discovery Bay, California 94505
925-516-1227

February 18, 2017

Mike R. Davies
General Manager
Town of Discovery Bay
1800 Willow Lake Road
Discovery Bay, California. 94505-9376

Dear Mr. Davies:

Pursuant to my rights under the California Public Record Act, (Government Code Section 6250 et seq.), I ask to obtain documents or information from you:

1. Please supply copies of the invoices for the following payments approved for payment at the February 15, 2017 CSD meeting:
 - a. Payee: Badger Meter // invoice number: 80010204 // invoice date: January 31, 2017 // amount: \$2,206.31
 - b. Payee: Herwit Engineering // invoice number: 16-12 // invoice date: January 3, 2017 // amount: \$14,005.00
 - c. Payee: Karina Dugand // invoice number: 40 // invoice date: January 26, 2017 // amount: \$1,093.50
 - d. Payee: Shannon Gay Leyen // invoice number: 3 // invoice date: February 1, 2017 // amount: \$2,694.38
 - i. For all of the above requests, if the invoices do not give sufficient detail to determine what was done or what is being paid for, I request that you supply whatever documents necessary to be able to determine what was done and what was being paid for
2. Please direct me to the Town of Discovery Bay CSD Meeting Minutes which memorialized the authorization of the additional \$1,252.08 payment to Bob Murray and Associates for additional expenses related to the re-advertising for the general manager recruitment.

I ask for a determination of this request within 10 days of your receipt of it, and an even prompter reply if you can make the determination without having to review the records requested.

If you determine that any or all of the information qualifies for an exemption from the disclosure, I ask you to note whether, as is normally the case under the Act, the exemption is discretionary, and if so whether it is necessary in this case to exercise your discretion to withhold information.

If you determine that some but not all of the information is exempt from disclosure and that you intend to withhold it, I ask that you redact it for the time being and make the rest available as requested. In any event, please provide a signed notification citing the legal

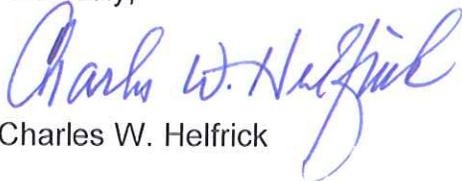
Mike R. Davies
General Manager
February 18, 2017
Page 2

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If I can provide any clarification that will help expedite your attention to my request, please contact me. I ask that you notify me of any duplication costs exceeding \$100 before you duplicate the records so that I may decide which records I want copied.

Thank you for your time and attention to this matter.

Sincerely,



Charles W. Helfrick

CWH/st

cc: All Town of Discovery Bay CSD Board Members (via email only)

FEB 22 2017



**California Special
Districts Association**

Districts Stronger Together

DATE: February 17, 2017

TO: CSDA Voting Member Presidents and General Managers

FROM: CSDA Elections and Bylaws Committee

SUBJECT: **CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS
SEAT C AND FILL VACANCY FOR REMAINDER OF TERM -SEAT A
BAY AREA NETWORK**

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2018 - 2020 term. This year the Bay Area Network will be accepting nominations for two seats: Seat C, which expires in 2020 and to fill the vacancy of Seat A, which expires 2018.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular member located within the geographic network that they seek to represent. (See attached Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

Commitment and Expectations:

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.
(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).
- Attend CSDA's two annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.



**California Special
Districts Association**
Districts Stronger Together

2017 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: _____

District: _____

Mailing Address: _____

Network: _____ (see map on back)

Telephone: _____
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: _____

E-mail: _____

Nominated by (optional): _____

Return this form and a Board resolution/minute action supporting the candidate
and Candidate Information Sheet by fax or mail to:

CSDA
Attn: Beth Hummel
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732 (916) 442-7889 fax

DEADLINE FOR RECEIVING NOMINATIONS – May 19, 2017



2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: _____

District/Company: _____

Title: _____

Elected/Appointed/Staff: _____

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

4. List civic organization involvement:

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**